Sharing The Load

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| **Reason for not sharing tasks or**  **enabling and delegating opportunities** | **Change in attitude needed** | **Tick** |
| Didn't think of it.  I find it difficult to ask people to do things. | Accept as a leader you have the right to delegate. |  |
| I don't have time to delegate. | Decide to break out of the vicious circle and make time - an investment in the long run. |  |
| It's quicker to do the job myself; explaining it to someone else takes too much time. | Decide to invest the time, and also to practise delegating quickly and efficiently. |  |
| I could do the job better/quicker.  No one else can do the job. | You have a responsibility to develop the skills of your colleagues. This means investing time in training. In the long run, it will save time. |  |
| I need to know exactly what is happening. | As a leader you get results through other people, or you will become overloaded - so you need to trust your colleagues. |  |
| I enjoy this job.  I've always done it this way. | As a manager you have to 'let go' of the previous tasks and develop skills of leadership. |  |
| I'm afraid it won't be done properly and I'll get the blame. | If you prepare well for delegation and keep 'an eye open' as the job is done, you minimise the risks. Your subordinate has the right to make mistakes, |  |
| I'm afraid someone else will do it better than me. | You have a valuable team member. |  |
| They don't do it my way. | There are often many ways of doing a job. A good team benefits from a variety of approaches. |  |
| I'm afraid to face up to my new role in delegation. | Accept you have to develop management and leadership skills. |  |
| I like to be respected for working so hard. | You would be more respected if you spent more time on the leadership task of your job. |  |